



The California State Board of Guide Dogs for the Blind (Board) has been notified by your school that you are eligible to take your state licensing examination. The purpose of this letter is to explain the five step licensing process.

Step #1: Make a videotape and submit it to the Board

The videotape content is the practical exam: The video must be between 15 and 30 minutes long, and is intended to be a visual performance of the apprentice applicant interacting with a person who is visually impaired and currently receiving guide dog mobility instruction with a new dog. This must take place in an instructional setting which is a route that incorporates at least two street crossings in a typical community setting. Corrections for errors are expected and preferred over a "perfect" performance. The purpose of the recording is to witness the apprentice's ability to train and problem-solve with a team.

Note: In many cases the first part of the second week of class presents an ideal setting; however there is no requirement regarding when the taping is done.

The 2005 Occupational Analysis Validation Report for Guide Dog Instructors (Occupational Analysis), which can be found on the Board's Web site, (http://www.guidedogboard.ca.gov/about/occ_analysis.pdf) states that 50% of the job is interaction with the person/dog team:

"This area assesses the candidate's ability to instruct the client in the proper care, handling, and responsibilities involved with a guide dog, as well as evaluating and supporting the progress of the person/dog team throughout their working lifetime."

The following four tasks are linked to this part of the Occupational Analysis and must be demonstrated on the videotape.

- Instruct client in executing and maintaining guide dog's obedience responses through theory and practical experience to ensure consistent responses.
- Instruct client in executing and maintaining guide dog's guide-work responses through theory and practice to ensure safety of the person/dog team.
- Instruct client in use of techniques to maintain a well-behaved guide dog through theory and practice to ensure success of the person/dog team.
- Instruct client in safe use of guide dog by applying previously acquired orientation and mobility skills to ensure safety of the person/dog team.

How to Make the Exam Videotape:

The route must be recorded with a video digital camcorder, wireless microphone and a mini digital video cassette tape (See attached equipment list). Anyone may observe the taping session, and there is no rule as to who must operate the camera. It is best to use a tripod or a stabilizing gyro to ensure that the image is stable so that the subjects' actions can be viewed clearly. The camera should be set to record time and date, as this indicates unedited raw footage.

The microphone will attach to the camera; the apprentice will wear the other microphone. Test the sound before you begin. The camera operator should wear earphones to make sure the audio is clear at all times. Carry extra batteries. The microphone should be able to record voices up to a block or two away. A typical sequence includes the apprentice at the end of the block and/or across the street who then walks toward or away from the camera while instructing the student.

Begin taping with the apprentice introducing him/herself and the student, and announcing the date out loud. The apprentice must not indicate place of employment nor wear clothing that's personalized with the school's logo (although it's understood that harnesses may identify a school). Include their full figures, head to toe in the shot.

Don't record over anything or edit the tape in any way. The camera may be turned on and off to move from one location to another. An activity may be repeated as long as the "first take" remains on the tape. The sequence of events should be on the tape as they were performed. Only one tape may be submitted for the practical exam as the "exam videotape."

The candidate will sign an affidavit swearing that the taping was conducted according to the rules. When the taping is complete, remove the cassette from the camera, label it with the name of the apprentice and date, and send it next-day-mail via UPS, FedEx or a similar service, along with the signed affidavit to the Board:

Executive Officer
California State Board of Guide Dogs for the Blind
1625 Market Blvd., S-202
Sacramento, CA 65834

P: 916-574-7825
F: 916-574-8619

A duplicate will be made and transferred to disc. One copy will be returned to the apprentice who will be notified as to whether or not their videotape has been accepted. If there are problems with the audio or if the image is not clear, the tape will not be accepted.

Step #2: Send in application

Once a video is accepted the candidate is eligible to apply for a California Guide Dog Instructor's License. They will need to get fingerprinted using the Live Scan form which can

be downloaded from the Board Web site

(http://www.guidedogboard.ca.gov/forms_pubs/instructor_lic_app.pdf). The application form is there as well. In addition the Board needs a letter from the candidate's school stating that the candidate has met all the requirements of Statute 7209 which states:

7209. A person to be eligible for examination as an instructor must (1) have a knowledge of the special problems of the blind and how to teach them, (2) be able to demonstrate by actual blindfold test under traffic conditions his ability to train guide dogs with whom a blind person would be safe, (3) be suited temperamentally and otherwise to instruct blind persons in the use of guide dogs, and (4) have had at least three years' actual experience, comprising such number of hours as the board may require, as an instructor, and have handled twenty-two (22) man [person]-dog units; or its equivalent, as determined by the board, as an apprentice under a licensed instructor or under an instructor in a school satisfactory to the board.

The application, letter, Live Scan results, and a check for \$250 made out to the *California State Board of Guide Dogs for the Blind* should be received by the Executive Officer of the Board no later than 10 days before the written exam is taken. The application must include a list of the names of the 22 person-dog teams the candidate has worked with. Mail to:

Executive Officer
California State Board of Guide Dogs for the Blind
1625 Market Blvd., S-202
Sacramento, CA 95834

P: 916-574-7825

F: 916-574-8619

Step #3: The Written Examination

When the application is received the candidate is eligible to take the written exam, scheduled on July 14, 2008. The exam will take place at the following location:

Office of Examination Resources
2420 Del Paso Road, Suite 265
Sacramento, CA 95834
Phone: 916-575-7240

Plan on arriving 15 minutes early and wait in the lobby. The candidate must bring a valid driver's license for identification purposes and their copy of the exam videotaped. He/she must not wear clothing that indicates their place of employment. Candidates will be given two hours for the exam which is evaluated on a pass/fail basis. Notification of the outcome (pass/fail, not the percentage score) will be given by the end of the day either in person or by cell phone.

If a candidate fails the written exam, he/she may take it again in six months and pending a successful outcome, they will be eligible for the next scheduled practical/oral exam. The exam videotape and licensing application as well as the \$250 fee is valid for 18 months from the first written exam, however a fee of \$50 is charged each time a subsequent written exam is needed.

Step #4: The Oral Exam

A candidate must pass the written portion of the exam to be eligible for the oral exam which is scheduled July 15, 2008 at the same location. The oral exam is a candidate's explanation of the knowledge they have demonstrated in the videotaped practical portion of the exam. Each candidate should prepare a discussion of the related knowledge statements listed below. The video is used to illustrate and enhance the description of the knowledge statements as it relates to the specific tasks that were demonstrated. Raters may not ask any unrelated questions regarding the video or non-listed knowledge topics; however they may ask a candidate to expand on a point even though it's not demonstrated in the video. Also, a rater may ask the candidate if he/she has any safety concerns related to their video.

Plan on arriving 15 minutes early and wait in the lobby. The candidate must bring a valid driver's license for identification purposes. They must not wear clothing that indicates their place of employment. Candidates will be given the list of knowledge points (see below) 15 minutes before hand to review and organize their thoughts. These knowledge points may be referenced at any time during the exam, however, personal notes may not be brought into the exam room.

The purpose of the video is to give the raters, three senior licensed guide dog instructors, something to see so they can evaluate the candidate's ability to train and problem solve with a team. The following is a list of the related knowledge statements from the OA:

Knowledge of:

- * Techniques used to maintain and enhance orientation skills while using a guide dog.
- * Orientation and mobility skills related to guide dog travel and cane travel.
- * Techniques used to work with and control a guide dog.
- * Methods of instructing clients on harness techniques used in guide work.
- * Techniques used for instructing a client in the observation and interpretation of a dog's behavior.
- * Methods of instructing clients on techniques used in reworking guide work errors.
- * Methods of instructing clients on techniques used in avoiding and ignoring distractions during guide work training.
- * Methods of instructing clients on techniques used in controlling inappropriate behavior in a guide dog.

The Executive Officer of the Board will bring a copy of each candidate's video and will be in charge of operating all equipment. The candidate can ask the technician to stop or start the tape at any time, or rewind or fast forward if for instance they want to clarify or demonstrate a point they are making.

Each candidate will be notified within 48 hours as to whether or not they pass or fail the exam. Upon successful completion of the Oral/Practical Exam and within 60 days, successful candidates will receive an ID card and license certificate.

Step #5: Annual license renewal

The date an examination is successfully completed is a licensee's anniversary date. Each year, licensees receive notification that their \$100 license renewal fee is due. Along with their check they must provide the appropriate information on completion of Continuing Education as state law requires: eight hours in the areas of 1) blindness and mobility; 2) health issues related to blindness; 3) instructing blind person; 4) care and training of dogs, or sixteen hours of meetings of recognized guide dog handler organizations or organizations of the blind.

We look forward to adding your name to the list of guide dog mobility instructors who've been licensed in California since 1948.